

YOUR CHECK LIST

Ordering a reusable bag is easy, even if it does seem obvious it is easy to forget an important detail so we have created a comprehensive checklist to help.

BAG YOUR BRAND CHECK LIST:

- ✓ 1. **ALLOW ENOUGH TIME!** I can't stress this enough. Check your deadline and work backwards. You need to allow up to 8 to 12 weeks for the whole process for normal shipping– art work submission, approval, production and delivery. Express Delivery will be shorter again. State the absolute drop dead date that you need the bags by and we will work with you.
- ✓ 2. **Provide the bag spec:**
 - **Bag Style & Dimensions:** of the bag Height x Width x Depth in centimetres, the style and quantity. If you have a quote it is often easiest to copy and paste those details back in your email.
 - **Choice of handle Size:** Options include a standard handle, an over the shoulder handle or a bespoke handle which is the exact length and width you desire.
 - **Confirm your choice material colour from those available.** Please look at the colour chart for the colour choice and codes. Advise if you would like the handles and piping a different material colour to the base colour of the bag. This is design feature does not add to the bag price – it all part of our made to order service!
 - **Print details:** Advise how many sides of the bag you would like printed – front or back, or both? It is also possible to print on the side and bottom panels too. If you have specific print colours, confirm Pantone colour codes so these can be matched otherwise they will be derived from the artfile.
- ✓ 3. **Send in Artwork & Instructions:** Attach your artwork to the email. Make sure your artwork is in a format suitable printing. Read the information sheet on "Preparing artwork". Provide an accurate description of how you would like the artwork to appear on the bag – centered, bottom right etc. Include artwork size in relation to the bag size (e.g as a percent figure or in H x W cm). Do you want your web address or anything else printed. Make sure to state the font if not supplying a file with it in it.
- ✓ 4. **Delivery Instructions:** Confirm the delivery address for the bulk order if different to billing address. Make sure contact name, phone numbers and email addresses are given as a minimum.

If you have specific delivery and distribution instructions please be communicate these in advance.
- ✓ 5. **Purchase Order & Deposit:** Include a purchase order along with your deposit.
- ✓ 6. **Special Instructions:** Please email any other special instructions you may have.
- ✓ 7. **Sign off Artwork Layout:** A mock-up of your bag as a diagram in PDF format will be forwarded. This usually takes a few days from receipt of artwork. Once this is approved a physical "pre-production" sample is made.
- ✓ 8. **Approve Pre-production sample:** Before the bags are made you will be presented either with a JPEG photo of the sample or the actual physical sample will be sent to you for approval. It saves about one to two weeks of lead time approving from a JPEG.
- ✓ 9. **Physical Production, packaging, shipping and delivery:** Allow up to 3 weeks for the bags to go into production, followed by 4 weeks for shipping and another 1 week for custom clearance and delivery. It total we suggest allowing 8-10 weeks from submission of artwork.
- ✓ 10. **ENJOY YOUR BAGS AND GET YOUR BRAND OUT THERE!**



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